

EXPLANATION AND JUSTIFICATION FOR T/O INCREASE

1. Summary of Changes in Organization of the Cable Secretariat, Msg. Cen.

- a. The Reproduction Mail and File Section of the Cable Secretariat Message Center is placed directly under the Executive Officer to reflect accurately the direct supervision exercised by the Executive Officer in the staffing and scheduling of personnel and in furnishing the administrative approval required for stocking and requisitioning Cable Secretariat Supplies and equipment.
- b. The Reviewing Officer Staff, with respect to distribution review functions, is reduced to a number sufficient for that primary function, and the positions are incorporated into the Distribution, Typing, and Proofing Section in a supervisory capacity.

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- d. The position of Chief, Distribution and Typing Section is deleted and the major responsibilities of that position are assumed by an Assistant Watch Officer to insure 24-hour coverage properly under the direction of the Watch Officer in charge of one tour of duty.

2. Increased Workload on the Watch Officer Staff

The Cable Secretariat Watch Officer Staff is comprised of four GS-12 positions. The workload on this staff has steadily increased during the past year. Currently this position encompasses five major areas of responsibility which must receive primary attention on each of three tours of duty seven days a week in the implementation of the mission of the Cable Secretariat.

- a. A Watch Officer acts as Officer-in-Charge of the Message Center at all times. This responsibility entails extensive direction and super-

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- b. A Watch Officer screens and releases for transmission or for distribution all outgoing and incoming cables for each of three tours of duty covering 24-hour period seven days a week. An Average of between five and seven hundred cables each day pass over the Watch Officer's desk. This volume multiplies during processing steps

to between twelve and fifteen hundred items for rapid review and further routing.

c. A Watch Officer serves as Clandestine Services Duty Officer. The volume of work in this capacity has steadily increased to a point where a major position of a Watch Officer's tour is spent in the handling of alert items and notification of the proper official who must act on high precedence traffic resulting from unsettled conditions in military and political fields in many areas of the world.

d. A Watch Officer prepares briefs for and otherwise directs special handling of all cables distributed to the Director and Officers of his immediate staff. In connection with this function the necessity for liaison with Area Case Officers for data not available in the Cable Secretariat has increased proportionately with the volume of cables and briefs furnished to the Director. A review of the volume of material so handled indicates more than 100% increase in workload.

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e. A Watch Officer performs the follow-up contacts with the various Area Divisions in connection with the DD/I Suspense procedure designed to insure that DD/I receives all intelligence contained in cables. The workload in connection with this responsibility, which was assumed by the Cable Secretary without an increase in personnel, currently demands a major portion of the Watch Officer's working day.

3. By supplementing the staff of four Watch Officers with the full time assistance of the Reviewing Staff and extending their work week, we have managed to perform the primary functions described above. In actual practice it has become necessary that we assign a Watch Officer and two or more assistants to the normal day tour, the same number to the night tour, and one Watch Officer and one assistant to the mid-night tour. A minimum staff of one Watch Officer and one assistant is required for each of the Saturday and Sunday tours. A Staff of five Watch Officers, supplemented by five assistant Watch Officers is considered necessary to maintain continuous coverage for these functions. While the foregoing description of increased workloads provide the primary basis for increased personnel strength, consideration should also be given to the fact that the present small staff have performed their duties for the past year under pressure of steadily increasing workloads

and under requirements which have now stretched their workweek to a point where they must be relieved.

4. Increased Typing Workload

The typing workload in the Message Center has increased gradually during the past year by approximately 25 to 30%. This amounts to the equivalent of more than 2,000 additional cables each month which must be completely retyped and proof read. These cables heretofore were furnished to the Cable Secretariat in semi-finished form on a hecto master. These items are now received from the Signal Center in raw form because of a basic change-over in communications handling necessitated by the need of providing a more rapid form of transmission to certain large-volume stations. The net result on Cable Secretariat workload is to the same extent as if we were handling an additional 2,000 cables each month. Further only by borrowing from the typing staff have we been able to absorb the increased typing workload of the secretarial staff in connection with the briefs furnished the Director. This increase amounts to 100% as in the case of Watch Officers (para 2, d. above). Three additional clerk-typist positions and personnel are needed to ensure an adequate staff to handle the increased typing workload without delay, and to relieve an abnormal strain on the present staff.